



Mission Support Alliance

Statement of Work

Title: Fire Systems Maintenance Field Work Supervisor Mentor

(Staff Augmentation Support)

Revision Number: 2

Date: 12/19/16

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance, LLC. (Buyer/MSA) Hanford Fire Department provides Emergency Services and ready-to-serve maintenance services under a centralized management structure. Fire System Inspection, Testing & Maintenance Services include Fire System Maintenance, Testing Services and Work Control which are critical to the successful completion of the Hanford Site mission. Combining these service areas under a single management structure allows the organization to provide the “right level” of service for these crucial Site assets while increasing efficiencies and reducing customer costs.

The Subcontractor is required to provide staff augmentation support as set forth herein.

2.0 OBJECTIVE

Provide the resources necessary to perform mentoring of existing Fire System Maintenance Field Work Supervisors. The desired outcome of this activity is to develop management skills and improve the knowledge and understanding of company procedures and expectations.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall provide an individual who has experience as a Field Work Supervisor, who is knowledgeable of work control requirements and corrective maintenance/preventative maintenance work activities and ensuring configuration control of facilities is maintained, as appropriate and requested by the Buyer Technical Representative (BTR) who can mentor existing field work supervisors in the performance of tasks including but not limited to the following:

- Ensuring pre-job briefing's and post job reviews are effectively conducted and workers are aware of job scope and hazards associated with job
- Actively supporting planning programs designed to protect employees against workplace hazards
- Reviewing Work Packages and confirm readiness to perform work
- Support the development of corrective maintenance work instructions
- Participation in EWP, AJHAs, and field walk downs
- Documenting potential hazards/issues associated with proposed work



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- Ensuring hazard controls are identified and incorporated in the work package
- Determining resource requirements to support corrective maintenance work
- Finalize work instructions and the AJHA
- Ensure work packages are ready to work

4.0 QUALIFICATIONS

4.1 REQUIRED QUALIFICATIONS

- Minimum five years of previous Field Work Supervisor experience or an equivalent combination of experience, training and/or education.

4.2 DESIRED EXPERIENCES

- Previous Field Work Supervision experience at a government or nuclear facility is desirable.
- Knowledge of Fire System Alarm and Suppression systems is highly desirable. This includes supporting corrective maintenance, Planned Impairments and system deactivation and reactivation in Nuclear and non-Nuclear facilities.

5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel. For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On-Site Services Special Provisions, will apply to Subcontractor personnel.

5.1 Engineering Requirements

Unless identified by the Buyer, it is the Subcontractor's responsibility to identify all applicable codes or standards that apply to each requested support activity.

5.2 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.



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The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

The Subcontractor shall flow down all environmental and safety requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

5.3 Quality Assurance Requirements

The work activities for this statement of work shall be performed in accordance with any and all applicable MSA Quality Assurance Program and procedures. Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to drawings and specifications.

6.0 PERSONNEL REQUIREMENTS

6.1 Training

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the Buyer's Technical Representative (BTR).
- B. The following types of training qualifications are required:
 - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
 - Other site specific training may be required as determined during performance of this scope of work.



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6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.
- C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location/Potential Access Requirements:

Hanford Site, 200E Area Building MO286

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

8.0 SCHEDULE REQUIREMENTS

8.1 Schedule

Start date: **January 2017**

Completion date: **September 30, 2017***

(Buyer may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract).

* With two option periods to extend on an annual basis through September 30, 2019

Option Period 1: 10/1/2017-09/30/2018

Option Period 2: 10/1/2018-09/30/2019